

佐世保基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	11-2016-CFAS FRD- SA(001)
募集締切日: Closing Date	9 Mar 16
発行日: Date of Issue	25 Feb 16

1.職種名 Job title (等級 Grade 3 / 語学等級 LD N/A)
Nursery Attendant, #2092

採用可能な下限等級 Acceptable trainee level: N/A

☐ 事務系 ☒ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

[illegible]

1 名

4.募集範圍 Area of Consideration (AOC)

☒ I. 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

☒ II. 現 MLC/IHA 従業員 (通勤圏内)
Current MLC/IHA Employee in commuting distance

☐ III. 現 MLC/IHA 従業員 (全在日米軍)
Current MLC/IHA Employee Japan Wide

☒ IV. 外部 Off Base Applicant

2.部隊 Activity

CFAS Fleet Readiness Department (Main Base Housing)

勤務場所 Working Place: **佐世保市平瀬町** Hirase-cho, Sasebo-city

3.勤務時間 Work Schedule (週 30 時間制 hrww)

勤務日 Work Days: Mon-Sun, Including Holidays

勤務時間・休憩 Work Hours/Recess Period: 6 hrs between 0600-1800/1 hour over 6 hrs

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment

☐ MLC
☒ IHA ☒ HPT
☐ 常用 Permanent
☐ 限定 Limited Term (____ ヵ月 Months)
時給 ¥870

6.職務内容 Duties

The position assists in providing safe, environments and activities to children ages six weeks to five years in a CDC classroom setting. Successful completion of Department of Defense (DOD) and Department of Navy (DON) standardize training is a condition of employment (to include Child Development training modules). Work is continually reviewed and evaluated in detail for attainment of training objectives and readiness for further training.

The duties of this position are developmental in nature and designed to provide experience to qualify for higher-level CDC positions. Works in a day nursery for small children or a baby-sitting service. Performs a variety of duties to include feeding, dressing, bathing organizing children is based on special instructions from parents, or approved programs. Maintains contact with parents and medical personnel in event of emergency.

Performs other related or incidental duties as assigned.

7. 資格要件／身体条件 Qualification/Physical Requirements

1. Ability to speak read and write English at basic proficiency level (LAD-1).

2. Must have a customer service oriented and be able to work with others.

As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☒ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

學歷 Educational Background : See Block 7	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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8.提出するもの Application and Associated Documents

職務状況
Working Condition

☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)

(☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either)

☐ **專門職務經歷書** Resume of Specialized Work Experience (HROY Form)

(上記と同じ言語で, Same language as above)

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”

☐ 運転免許証の写し Copy of GOJ Driver's License☐ 修了証／証明書の写し Copy of Certificate☒ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy)

☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)

☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,
copy of Residence Card and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：

〒857-0056
佐世保市平瀬町
米海軍佐世保基地民間人人事部雇用課
内線/Extension 252-3656/3660
受付時間 Operating Hours：0800 - 1600

Current MLC/IHA Employees must submit to:

〒857-0056
Hirase-cho, Sasebo City
CNRJ HRO Sasebo Satellite Office
MLC/IHA Employment Branch, Bldg# PW47

2. 外部応募者（非従業員）提出先：

〒857-0056
佐世保市平瀬町 3-1
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
電話番号 Phone：0956-23-7191
受付時間：午前 9 時 - 午後 5 時、月曜日 - 金曜日（日本の祭日を除く）
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

Off Base Applicants must submit to:

〒857-0056
3-1 Hirase-cho, Sasebo City
Labor Management Organization, Sasebo Branch

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC： Hiroaki Nagahashi

軍電 (DSN) 252-2917

PD No.: CFAS-N925-013-PT

PD is accurate and current. Certified by Activity: HN

HRO: (rcvd: 1/27) tm
1/27

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口に入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。